

## Wells, Mike

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**From:** Wells, Mike  
**Sent:** Thursday, June 05, 2014 2:22 PM  
**To:** Dagseth, Renee  
**Cc:** Ogle, Kimberly; Brown, Nancy  
**Subject:** TRI files and the move

Hi Renee—Re OCE's 7/26 move from floors 10, 12, and 13: There's about 36 linear feet of TRI files (on 12 NW file saver) scheduled for transfer to the 16<sup>th</sup> floor CRC. However, by policy the CRC can only accept folders previously indexed and labeled via our Versatile records management software. All folders must be pre-labeled with official format and label position, in accordion folders, prior to transfer. It looks like these files have not yet undergone that process.

For the purposes of the files move planning, that simply means that they'll have to go initially to the program file saver on OCE's new/swing floor (8NE). Let me know if you have any questions or if there's anyone else who needs to be aware of this. Thanks.

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